



Circuit Court for Carroll County, Maryland

**Heather S. DeWees, Clerk**

55 North Court Street

Westminster, Maryland 21157-5155

410-386-8710 ♦ 1-888-786-0039 ♦ FAX: 410-386-8734

[www.mdcourts.gov/clerks/carroll](http://www.mdcourts.gov/clerks/carroll)



**CARROLL COUNTY CIRCUIT COURT  
MARRIAGE CERTIFICATE COPY REQUEST INSTRUCTIONS & FORM**

The Carroll County Clerk's Office provides copies to customers through the mail and by personal request in the office. Due to the current COVID-19 pandemic, the Clerk's Office would prefer to send copies to our customers through the mail.

- ♦ **The fee is \$0.50 per page to copy a Carroll County Circuit Court document.**
- ♦ **An additional fee of \$5.00 is required to receive a Gold Seal "Certification of True Copy" of a Carroll County Circuit Court document.**

For a copy / certified copy of a Marriage Certificate, please call the Land Records & Licensing Department at **410-386-8760** to obtain the cost for those copies.

Upon receiving the cost of your copies from the Carroll County Clerk's Office, please fill out the following form with check or money order payable to:

**Heather S. DeWees, Clerk**

Please mail the Copy Request Form and your check or money order to:

**Heather S. DeWees, Clerk  
Land Records & Licensing Department  
Carroll County Circuit Court  
55 North Court Street  
Westminster, MD 21157**

or you can place the completed copy request form with payment in a sealed envelope in the **Clerk's Office Drop Box** located at the front entrance of the above address.



**CARROLL COUNTY CLERK'S OFFICE  
MARRIAGE CERTIFICATE COPY REQUEST FORM  
(to be mailed with payment)**

**Requestor's Name:** \_\_\_\_\_

**Requestor's Address:** \_\_\_\_\_

\_\_\_\_\_

**Requestor's Email:** \_\_\_\_\_

**Requestor's Phone Number:** \_\_\_\_\_

**Date of Marriage:** \_\_\_\_\_

**Spouse's Name:** \_\_\_\_\_

Do you need a **True Test Certified copy** of the document? Please circle below:

**Yes or No**

\* Are you or the other party a Veteran, First Responder or currently serving in the U.S. Military? Please circle below:

**Yes or No**

*\* Veterans, First Responders & U.S. Military Members may ask for up to 5 copies for free.*

If you have called the Clerk's Office and it is determined that **no payment** is required, you may email this request to:

**CarrollCountyMarriageLicenses@mdcourts.gov**

Thank you,

*Heather S. DeWees*

**Heather S. DeWees**  
Clerk of the Circuit Court  
for Carroll County, MD